ACCOUNTING SPECIALIST II

REVENUE DIVISION

Are you interested in being a part of a dynamic city where your exemplary customer service skills will truly make a difference? Do you enjoy working in a fast-paced and diverse environment? Then, the Revenue Division may be the place for you!

We are an employer who values its people, creativity, quality service, integrity, open communication, mutual respect, and dignity

First Review of Applications:

July 13, 2015

ABOUT US

Fremont is a well-managed and innovative city, and has recently generated national attention by ranking second on the "Best Run City in America" list by 24/7 Wall Street and America's third "Sharpest, Smartest City" by Reader's Digest. Located in the heart of the Bay Area and Silicon Valley, Fremont prides itself on innovation, green technology, a low crime rate, great schools, a low unemployment rate, quality parks and nearby open space, and an incredibly diverse population of over 220,000 residents. As a full service city, Fremont employs nearly 900 regular employees and has an annual operating budget of approximately $156.8 million.

Fremont is an employer that values its people, creativity, quality service, integrity, open communication, collaboration, mutual respect, and diversity. Employees find their work challenging, yet rewarding, and most importantly, enjoy the chance to make a difference through public service.

THE POSITION

The Accounting Specialist II position will provide a variety of financial and accounting office support duties in the preparation, maintenance and processing of accounting records and financial transactions within the Revenue Division of the Finance Department.

EXAMPLES OF DUTIES

- Perform difficult or specialized financial, accounting, or statistical office support duties in a centralized accounting setting, including accounts receivable, and central processing and collection of City revenue and billings.
- Receipt of business tax, development fees and charges.
- Central cashiering function for citywide services, including issuing receipts and balancing cash bags, cash drawer and accounts on a daily basis.
- Receive checks by mail and process and balance accordingly.
- Receive payments via internet and reconcile as needed.
- Record and post information, data or figures.
- Update electronic records and perform filing and research of numeric and alpha records.
- Assist with projects to maximize collection of City revenue, including researching returned mail.
- Provide excellent customer service at a public counter.
- Perform a variety of general administrative office support duties such as typing, proofreading, filing, and answering the telephone.
- Ensure proper authorization and compliance with City policies and procedures.
- Perform mathematical calculations thoroughly and accurately.
- Maintain a variety of manual and automated records.
- Provide information to the public or to City staff that may require the use of judgment and interpretations of City policies, procedures, ordinances, and regulations.
- Prepare Excel spreadsheets.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related duties as assigned.

QUALIFICATIONS:

The ideal candidate will have any combination of education and/or experience that demonstrates possession of and competency in the requisite knowledge, skills and abilities necessary for satisfactory job performance. A typical qualifying background would include completion of the twelfth grade or equivalent and two years of accounting clerical experience, as well as the following outstanding qualities:

♦ Working knowledge of principles and practices of financial record keeping, bookkeeping; applicable laws, rules and regulations; English usage, spelling, grammar, and punctuation; modern office practices and procedures; computer equipment and software applications related to assignment and basic mathematics.

♦ High volume cash handling or cashier experience.

♦ Strong attention to detail.

♦ Display a positive customer service attitude.

♦ Experience working with the public face-to-face, by phone and e-mail.

♦ Exhibit skill in oral and written communication.

♦ Enjoy being a part of a team.

♦ Demonstrate proficiency in Microsoft Excel and Word.

High volume cash handling and face-to-face customer service are highly desirable.   City government experience is a plus.

COMPENSATION & BENEFITS

The annual salary is $52,240 - $63,499, depending on qualifications.

Fremont offers an attractive benefits package, which includes, but is not limited to: CalPERS retirement plan, paid holidays, medical, dental and other city paid benefits. A complete benefits summary can be found at Fremont.gov or by using this link: **Benefits Summary**

This position is represented by the FACE bargaining unit. The probationary period for this position is six (6) months.
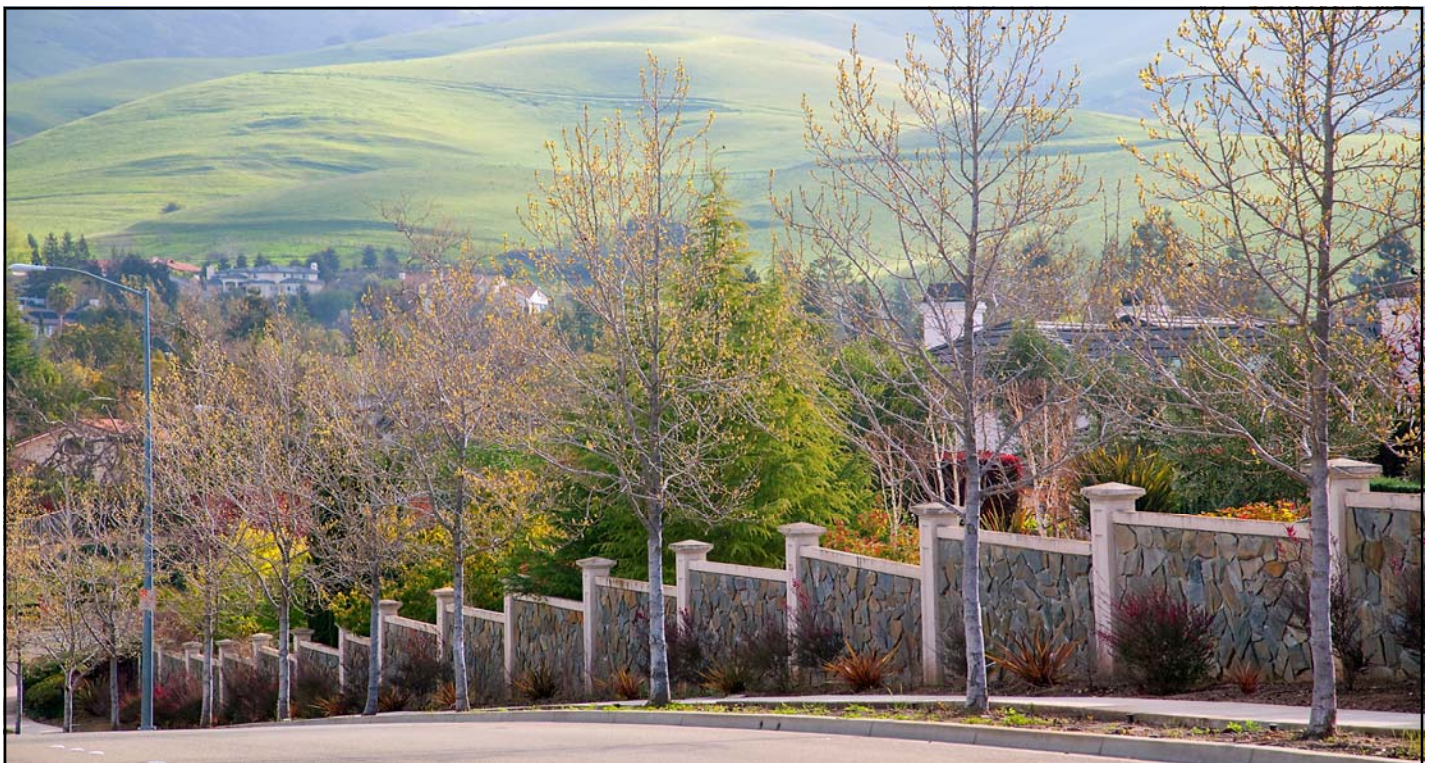
Tentative Recruitment Schedule

First Review of Applications: July 13, 2015

Oral Board Interviews/Excel Exercise: Week of July 20, 2015

Follow-up Interviews: Week of July 27, 2015

Start Date: August 2015

READY TO APPLY?

To be considered for this position, apply online by submitting a completed City application and resume through our online application system: www.fremont.gov/cityjobs.

The testing process for this position may include an individual and/or panel interview, written exercise, background investigation including credit and reference checks, and other selection components. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process.

Reasonable Accommodation

Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities. Please advise Human Resources of any special needs a minimum of 5 days in advance of the selection process by calling (510) 494-4660. The City of Fremont is an Equal Opportunity Employer.

Human Resources Department

3300 Capitol Ave., Bldg. B

Fremont, CA 94538

(510) 494-4660

CITY OF **Fremont**

The information contained herein is subject to change and does not constitute either an expressed or implied contract.

SUPPLEMENTAL QUESTIONNAIRE - ACCOUNTING SPECIALIST II (REVENUE)

GENERAL INFORMATION:

The completion of this supplemental questionnaire is required for your application to be considered for the Accounting Specialist II (Revenue) position, and is an integral part of the examination process.

This supplemental questionnaire will be used to assess your experience as it relates to the position of Accounting Specialist II (Revenue). Your responses will be evaluated and will assist in determining which applicants will receive further consideration in the examination process.

Your responses must be verifiable with the information on your application.

DIRECTIONS:

When you apply online you will be asked to respond to the following questions:

1. Do you have in-person cashiering experience?

    □ Yes
    □ No

2. If the answer to question 1 is "Yes": What is your average daily or weekly number of transactions processed?

    _____

3. If the answer to question 1 is "Yes": What is your average daily or weekly dollar amount of transactions processed?

    _____

4. What kind(s) of customer service experience do you have (i.e. face-to-face, telephone, email)?

    _____

5. How many hours per week of face-to-face customer service do you provide?

    _____

6. Approximately how many customers do you provide service to on a daily basis?

    _____

7. What is your skill level in Microsoft Excel?

    □ Beginner
    □ Intermediate
    □ Advanced
    □ Expert

8. What is your skill level in Microsoft Word?

    □ Beginner
    □ Intermediate
    □ Advanced
    □ Expert

9. How many years experience do you have performing mail merge letters with Microsoft Word/Excel?

    _____

10. How many years professional experience do you have performing technical or office clerical accounting processes?

   _____

11. Have you ever held a position for a public agency?

   _____

12. If the answer to question 11 is "Yes": What position, which agency, and when?

   _____